

## **TOWN OF MANCHESTER POSITION GUIDE**

**Title:** Assistant Fire Chief  
**Department:** Fire Department  
**Reports To:** Fire Chief

### **NATURE OF WORK**

Is responsible for the operational functions of all emergency response, shift coordination, departmental regulations and guidelines, training, emergency management, apparatus, equipment, prevention, preplan activities and for the performance of related administrative work. Functions as the second in command of the department with all the authority and responsibility of the Fire Chief in the Chief's absence.

### **ESSENTIAL JOB FUNCTIONS**

Responds to working fires and other incidents of significance; may assume duties of Incident Commander or may function as a Branch, Division, Sector or Safety Officer at greater alarm incidents.

Responds to alarms and directs emergency operations under the Manchester Incident Command System.

Assists in preparation of annual budget and manages division budget.

Appraises conditions of work in the department and takes necessary steps to improve department operations.

Supervises personnel management including staffing, orientation, and performance management. May act as Chief's designated representative in adjusting employee complaints and grievances and ensures appropriate corrective action is administered as necessary.

Ensures that personnel understand the objectives and participates in the development and execution of effective community relations to maintain citizen good will.

Formulates operating policies of the department incorporating modern management techniques.

Assists with labor relations issues including union contract negotiations and employment issues.

Assists Chief with special projects and reports as assigned. Prepares reports and records concerning all matters for which responsible.

### **OTHER JOB FUNCTIONS**

Oversees the administration of the Training Division and its related functions and activities.

Participates directly in fire protection planning and development. May plan and conduct firefighting training programs and drills.

Coordinates with other Departments within the town on issues relating to the Fire Department. Coordinates with other Fire Departments and outside agencies in matters of area wide planning and agreements.

Responsible for planning and administering Department records procurement, budget and property management.

Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles of fire prevention and fire investigations, modern firefighting and emergency medical equipment and methods, hazardous materials incident operations, specialized rescue to include building collapse, confined space rescue, vehicle and machinery rescue, high-angle rescue, water/ice rescues and search and rescue associated with fires and explosions.

## Assistant Fire Chief (cont.)

Considerable knowledge of state and local laws and regulations relating to fire safety, blood borne and airborne pathogens and storage and transportation of hazardous materials per OSHA and S.A.R.A.

Knowledge of effective training techniques, materials and methods. Skill in coaching and developing subordinates.

Knowledge of management principles and practices. Ability to provide effective leadership for and to promote constructive relationships within the department. Ability to effectively supervise employees.

Skill in problem solving, negotiating, quality decision making, priority setting and conflict resolution.

Ability to establish good public relations by understanding customer expectations, establishing rapport and providing the highest quality services.

Ability to plan and direct the operations of personnel and equipment under emergency conditions involving danger and loss of life and property.

Ability to schedule and assign work to team members and to prepare and maintain written records and reports.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Must be mobile and able to perform moderately difficult manipulative skills such as using a calculator, computer or typing. Must be able to push, pull and lift objects that weigh 20 or more pounds. Must be able to stand and sit for prolonged periods, and perform tasks that require hand-eye coordination such as keyboard skills or shifting gears on a vehicle.

Able to see objects far away, as in driving, and close up, as in reading a report; able to distinguish colors as in warning lights. Must be able to hear normal sounds with some background noise, distinguish voice patterns and communicate through speech using the English language as in using a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task/function for more than 60 minutes at a time, understand several specific ideas at a time, relate to theories behind related concepts, and remember multiple tasks/assignments given over long periods of time.

Ability to work professionally with co-workers, supervisors, customers and the public at large.

May be exposed to: blood or body tissues, hazardous waste materials, high and low temperatures, sudden temperature fluctuations and outside seasonal temperatures, grease, oil or dust, chemicals, bodily injuries, loud or unpleasant noises, high humidity or wetness, electrical hazards, burns, or electro-magnetic radiation from computers.

Must be cleared to wear respirator as established by OSHA guidelines.

### **MINIMUM TRAINING AND EXPERIENCE**

**Eight (8) years of continuous service as a Manchester career Fire Officer with at least four (4) years at a Chief Officer level and an Associates Degree;**

**or**

**Six (6) years of continuous service as a career Fire Officer with at least three (3) years at a Chief Officer level and a Bachelor's degree.**

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.